

Town of North Hempstead
Department of Building Safety, Inspection & Enforcement
210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662
www.northhempsteadny.gov

PLUMBING PERMIT REQUIREMENTS AND CHECKLIST

(pursuant to Chapter 2 of the Town Code)

ALL APPLICATIONS:

- _____ Completed Application Form in triplicate
- _____ Original notarized owner's affidavit on each copy
- _____ Original notarized contractor signature on each copy (not req. for a legalization to "maintain" plumbing, unless gas appliances and/or gas piping is involved, in which case a licensed plumber is required.
- _____ 2 copies of the property survey showing all existing conditions
- _____ Contractor's name, address, phone number and license # or Nassau County Home Improvement License #.
- _____ All applicable insurance forms must be attached- see back page and/or ask us if you have any insurance questions before attempting to file this permit. We need W/C, Disability, Liability and a copy of your License.

PLUMBING APPLICATIONS (must be notarized by a licensed plumber in front of a notary public)

- _____ 2 copies of a plumbing riser diagram with size of pipes attached B matches any architectural drawings and fixture count on back of form
- _____ Fixtures checked on back of forms
- _____ Provide estimated cost where indicated.

SPRINKLER APPLICATIONS (must be notarized by a sprinkler contractor in front of a notary public)

- _____ A set of plans & same set of plans signed off by the Fire Marshal and presented towards the end of job
- _____ Plan/diagrams for the specific scope of work
- _____ Provide estimated cost where indicated.

DRAINAGE APPLICATIONS (must be notarized by excavation contractor in front of a notary public)

- _____ Site plan (survey required w/ setbacks to legalize) showing location of drywells and distances from property lines and structures and approximate locations of pipes leading to drywells
- _____ Sections of drywells showing size (drawings and calculations must be signed & sealed by an engineer or architect or landscape architect
- _____ Calculations showing that drywells meet Town of North Hempstead storm water retention req.
- _____ Provide estimated cost where indicated

SEPTIC/CESSPOOL APPLICATIONS (must be notarized by excavation contractor in front of a notary public)

- _____ Site plan showing location of septic, cesspool, leaching pools and distances from property lines and structures
- _____ Sections of septic and leaching pools showing size (Please provide total number of bedrooms in home)
- _____ Provide estimated cost where indicated

SEWER APPLICATIONS (must be notarized by excavation contractor in front of a notary public)

- _____ Permit from sewer authority
- _____ Highway/road opening permit from appropriate jurisdiction
- _____ Provide estimated cost where indicated.

HVAC APPLICATIONS (must be notarized by HVAC contractor that holds a HVAC LICENSE from Nassau County in front of a notary public)

- _____ Site plan (survey required w/ setbacks to legalize) showing location of any outside units, including rooftop units, and distances from property lines
- _____ Size of unit(s) in tons and db rating
- _____ Provide estimated cost for HVAC ductwork.

Town of North Hempstead

Department of Building Safety, Inspection & Enforcement

210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662

www.northhempsteadny.gov

GENERATOR APPLICATIONS (must be notarized by generator contractor in front of a notary public)

_____ Site plan (survey required w/ setbacks to legalize) showing location and size of any outside units and distances from property lines

BURNER APPLICATION (must be notarized by a licensed plumber in front of a notary public)

_____ Make and model number of the burner

GAS PIPING

_____ Gas piping riser diagram with size of pipes and linear feet of piping

_____ Indicate the BTU's of the Boiler, H/W Heater, Furnace, Generator, Pool Heater or other major gas appliances.

FUEL TANKS (must be notarized by contractor in front of a notary public)

_____ Site plan (survey required w/ setbacks to legalize) showing location of outside tanks to be removed or installed

_____ Fuel Oil Tank Removal, Abandonment or Installation form

_____ Nassau County Department of Health form as needed

NOTE: A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH DIFFERENT CONTRACTOR PERFORMING WORK AT THE SITE.

Town of North Hempstead
Department of Building Safety, Inspection & Enforcement
210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662
www.northhempsteadny.gov

TOWN OF NORTH HEMPSTEAD
INSURANCE AND LICENSE REQUIREMENTS FOR A PERMIT

The Town of North Hempstead, Nassau County, and the State of New York, require that **NO** building permit may be issued until all current insurances and license information is presented for each permit.

FOR ALL CONTRACTORS: BEFORE EACH PERMIT CAN BE ISSUED, we require a copy of your current **Nassau County Home Improvement License** (this Nassau license is not necessary for commercial jobs or new home construction). Plumbers or Electricians need a copy of their current license. Proof of Insurance shall be submitted by all contractors, as follows: (a) Proof of Commercial General Liability insurance with completed operations (plus X.C.U. when applicable), to which the Town of North Hempstead has been added as additional insured; (b) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance or proof of the applicant not being required to secure same; and (c) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance or proof of applicant not being required to secure same.

STAND-ALONE PERMITS (such as plumbing, signs, fences, trees, etc; (any work not connected to a building permit), where there is a short review process must have all insurances attached at time of application submittal, or they will not be accepted). Explanation: Although the Town keeps computer records, records do not always reflect current coverage, so we require copies of all insurances at time of permit application to prevent any unnecessary delays. For submittals that will take longer to review (such as an addition, alteration, or new home), insurances don't have to be submitted until just before a permit is issued.

HVAC PERMITS will only be issued to companies, individuals, or plumber's that hold a Nassau County General Contractors License or a Nassau County Home Improvement License that includes HVAC work. A Nassau County license that states "Air Conditioning" or "Heating & Air Conditioning" is fine. We will be glad to check with Nassau County if there is a question as to coverage for HVAC work.

A **HOMEOWNER** can serve as his own GC on some work if it is only in the home that he currently occupies, using a **BP-1 form**.

A homeowner may also do plumbing work (except any gas related work) on his owner occupied home as well, but must first take a competency test we can provide upon request.

For a **Demolition permit**, a Nassau County Home Improvement License is required unless the entire foundation is removed and a NEW C/O will be issued.

Liability insurance is usually submitted on a standard "Accord" form. Some other forms may be acceptable. (Please note: by New York State Law, we can not accept NYS Disability and NYS Worker's Compensation coverage on the Accord form). What we can accept is stated below:

Town of North Hempstead
Department of Building Safety, Inspection & Enforcement
210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662
www.northhempsteadny.gov

NEW YORK STATE INSURANCE REQUIREMENTS – General Municipal Law §125, WCL §57 & §220

The Workers' Compensation Law requires that before a New York State or municipal agency, department, board, commission or office issues any permit or license, they must be provided with the completed forms as shown below prior to permit issuance. This applies to all businesses with employees.

1) Form BP-1 (12/08) Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, **Owner occupied Residence** (This is the **ONLY** form available from the Town of North Hempstead). This form is used by a homeowner who will be doing most of the permit work himself, with no or minimal assistance of up to a total of 40 man-hours per week. This form must be signed and notarized.

2) Form CE-200 from Group A attesting to no need for either or both Workers Compensation and Disability Benefits Coverage (Note: If the CE-200 form does not exclude BOTH Workers Compensation and Disability Benefits Coverage you must supply a form from Group B and/or C that proves you have the coverage not exempted by the CE-200). This CE-200 form must be submitted with a specific site address for each permit, and the expected duration of the job. The form must have an original signature and date. No copies of this form will be accepted. If the CE-200 is not used or only partially used, then see #3 below

3) A form from either or both **Group B and Group C** (which has not been exempted by the CE-200 form).

The ONLY ACCEPTABLE forms are as follows:

Group	Form No.	Description
A	CE-200	Certificate of Attestation For New York Entities With <u>No</u> Employees and Certain Out of State Entities That New York State Worker's Compensation and/or Disability Benefits Insurance Coverage is Not Required.
B	C-105.2 (9-07)	Certificate of Worker's Compensation Insurance
B	SI-12 (10/03)	Certificate of Worker's Compensation Self Insurance
B	GSI-105.2 (2/02)	Certificate of Participation in Worker's Compensation Group Self Insurance
B	U-26.3	New York State Insurance Fund Certificate of Work's Compensation Insurance (For demolition work, this form <u>must</u> state that demolition coverage is included)
C	DB-120.1 (5/06)	Certificate of Disability Benefits Insurance
C	DB-155 (1/98)	Certificate of Disability Benefits Self-Insurance

Effective September 9, 2007, all out-of-state employers with employees working in New York State are required to carry a full, statutory New York State workers' compensation insurance policy. An employer has a full, statutory New York State workers' compensation insurance policy when New York is listed in Item "3A" on the Information Page of the employer's workers' compensation insurance policy. It may be appropriate to contact your insurance broker, carrier or agent, check with your trade association, or conduct additional research to find the most appropriate insurance coverage for your company. In addition, a New York State workers' compensation policy may be obtained from the New York State Insurance Fund by calling 1-888-875-5790 and a disability benefits insurance policy may be obtained from the New York State Insurance Fund by calling 1-866-697-4332.

Town of North Hempstead

Department of Building Safety, Inspection & Enforcement

210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662

www.northhempsteadny.gov

Zone: _____

Application Number: _____

Maintain: Y [] N []

Permit Number: _____

Bldg Permit Number: _____

APPLICATION FOR PERMIT:

PLUMBING, HEATING, DRAINAGE, SEWAGE DISPOSAL, AND HVAC

Issued Pursuant to §2-9 of the Code of the Town of North Hempstead

Residence []	Commercial []	New Building []	Addition []	Repair []
Plumbing []	HVAC []	Sprinkler []	Drainage []	Gas Piping []

Section: _____ Block: _____ Lot(s): _____ Date: _____

(REPEAT ON ALL PAGES)

Address of Permit Activity:

Address: _____ Zip Code: _____

Cross Street: _____

Owner's Information:

Last Name: _____ First Name: _____

Corporation Name: _____

Address: _____ Zip Code: _____

Tel #: _____ Cell #: _____

E-mail: _____

Contractor's Info: () Plumber () HVAC Contractor () Sprinkler Contractor () Drainage Contractor

Last Name: _____ First Name: _____

Corporation Name: _____ License #: _____

Address: _____ Zip Code: _____

Tel #: _____ Cell #: _____

E-mail: _____

Description of Work:

Town of North Hempstead

Department of Building Safety, Inspection & Enforcement

210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662

www.northhempsteadny.gov

Section: _____ Block: _____ Lot(s): _____ Date: _____

I (we) hereby certify that:

- 1) I (we) agree to permit the Plumbing Inspector and any officer or employee of the Town of North Hempstead to enter upon the premises in the discharge of their duties with this application.
- 2) Permit shall expire three (3) months from the date of issuance **unless construction is in progress**. No work is to be started until permit has been received and posted by the owner/applicant/plumber.
- 3) Plumbing Inspector shall be given a minimum of 72 hours notice to make the required inspection and no work shall continue until such inspection has been completed and approved.
- 4) Contractor shall be responsible to arrange for all required inspections.
- 5) I certify that all installations will be in accordance with the Code of the Town of North Hempstead and the New York State Building Construction Code and lead free solder composition equal to or less than 0.2% lead, according to ASTM B32.

I submit this affidavit with full knowledge that the Building Department and the Town of North Hempstead rely upon the truth of the statements and information contained herein. _____ (Property Owner) deposes and says that he/she resides at _____ in the State of _____, that he/she is the owner in fee of all certain lots, parcels of land shown on the attached survey Section _____ Block _____ Lot(s) _____ situated, lying and being within the unincorporated area of the Town of North Hempstead; that I/we have read and understand items 1 through 5 as herein stated, that the work to be done on the premises will be done in accordance with the approved application and accompanying plans, of which he/she is totally familiar and that he/she hereby names the contractor listed below as his/her representative to file this application on his/her behalf.

Signature of Owner

Signature of Licensed Plumber/Contractor

Sworn to me this _____ Day of _____, 20 ____

Sworn to me this _____ Day of _____, 20 ____

Signature of Notary Public

Signature of Notary Public

Town of North Hempstead

Department of Building Safety, Inspection & Enforcement

210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662

www.northhempsteadny.gov

Section: _____ Block: _____ Lot(s): _____ Date: _____
 No. Fixtures: _____ No. Gas Appliances: _____

Indicate quantity of items unless otherwise indicated

FIXTURE TYPE	Location				Insp. Date
	B	1 st	2 nd	3 rd	
Location	B	1 st	2 nd	3 rd	
Water Closet					
Lavatories					
Bathtub					
Shower					
Bidet					
Urinal					
Kitchen Sink					
Sink Other					
Grease Trap					
Indirect Wastes					
Dishwasher					
Laundry Tub					
Washing Machine					
Sprinkler Heads					
Roof Drains					
Floor Drains					
Drinking Fountain / Water Cooler					
Est. Plumb. Cost					
INFRASTRUCTURE	Indicate quantity & cost				
Sewer					
Septic/Cesspool					
Leeching Pools					
Drywells					
Main Water Service					
Fuel Tank # and Size					

() Gas () LP Gas () Oil

	Yd	B	1	2	3	Rf	Cost	Insp. Date
# Ft Gas Piping – lf/cost								
HVAC Units								
HVAC ductwork – cost								
Furnace Gas/Oil								
Boiler Gas/Oil								
H/W Heater Gas/Oil								
Indirect Storage Tanks								
Stove								
Oven								
Range (Counter Range)								
Dryer								
Generator								
Gas Fire Place								
Pool Heater								
Barbeque								
Steamer								
Roof Top Heater								
Unit Heater								
Infrared Heater								

Town of North Hempstead

Department of Building Safety, Inspection & Enforcement

210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662

www.northhempsteadny.gov

Section: _____ Block: _____ Lot(s): _____ Date: _____

ADDITIONAL REQUIREMENTS

- Schematic riser diagram required for sanitary piping plumbing permit.
- Schematic piping plan illustrating length of pipe runs required for gas piping permit.
- Sprinkler drawings are required for sprinkler permits and must include fire marshal's approval.
- Site plan and survey required for drywells, cesspools, and grease trap permits.
- Site plan and survey illustrating location of exterior placed equipment required for HVAC permit. HVAC equipment may not be located in the required minimum side or rear yard or in any front yard.
- Sewer application shall include permit from county or local sewer authority and highway permit/road opening permit.
- Applications for gas appliances must be accompanied by gas piping riser diagram unless direct replacement of existing appliance.
- Town Fuel Oil Tank Removal, Abandonment or Installation form, Nassau County Department of Health tank removal form and survey required for Fuel Tank removals and or replacement dependent on action.

FOR OFFICE USE ONLY

Date signed off: _____ Inspector: _____

Comments: _____

NOT VALID UNTIL STAMPED APPROVED BELOW THIS LINE